

Training Managers Seminar 2006

"Training Today for a Better Tomorrow"

Sponsored by:



Northern California Training Officers' Association

October 10-13, 2006

Gold Country Hotel, Oroville, California

REGISTRATION FORM - TMS 2006
October 10-13, 2006 - Gold Country Hotel, Oroville, California

Registration: Please complete a separate registration form for each participant.
TMS 2006 Registration Fee is \$130.00, which includes 24 hours of STC training, one breakfast, two lunches, and snacks. Please call for partial day prices.
Make check payable to NCTOA and mail to:

NCTOA, c/o Shasta County Probation, 1525 Court St., Redding, CA 96001
Pre-registration Deadline: 9/22/06

Registration Questions: Cleo Tocmakidis (530) 245-6216, ctocmakidis@co.shasta.ca.us or
Leslie Sabin (530) 538-7245, lsabin@buttecounty.net.

STC Certification: 24 hours of STC certified training available, which are included in the registration price of \$130. No tuition fees will be charged after the conference.

Lodging: Gold Country Hotel, 4020 Olive Hwy., Oroville, CA 95966 (530) 538-4560.
Blocked rooms \$60 single/double occupancy (no tax). Rate deadline: 9/9/06.
Be sure to specify "NCTOA" to get the special rate when making your reservation.

Back-up hotel: Comfort Inn, 1470 Feather River Blvd., Oroville, CA 95965 (530) 533-9673.
Government rate \$70.39 + tax.

<hr/> <div>Name</div> <hr/> <div>Agency</div> <hr/> <div>Street Address</div> <hr/> <div>City State Zip</div>	<hr/> <div>Title</div> <hr/> <div>Phone</div> <hr/> <div>Fax</div> <hr/> <div>E-Mail</div>
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Total amount enclosed \$_____

TMS 2006
Course Enrollment Form

Day	Check Box	Time	Course
Tuesday afternoon		1:00pm-5:00pm	Training's Role in Staff Motivation & Morale
Wednesday morning		8:00am-12:00pm	1. Survival Skills for Training Managers
		8:00am-12:00pm	2. Dynamic "Stand-Up" Training Delivery Skills
Wednesday afternoon		1:00pm-5:00pm	1. Survival Skills for Training Managers
		1:00pm-5:00pm	2. Dynamic "Stand-Up" Training Delivery Skills
Thursday morning		8:00am-12:00pm	1. Training! Is it the <u>Right</u> Solution?
		8:00am-12:00pm	2. Who Moved My Cheese/Coping with Unexpected Change
Thursday afternoon		1:00pm-5:00pm	1. Training! Is it the <u>Right</u> Solution?
		1:00pm-5:00pm	2. Tuning in with All Your Channels: Improving Communication Skills
Friday morning		8:00am-12:00pm	Risk Management Through Training

Please check the appropriate boxes of the classes you will be attending and return this form with your registration.

TMS 2006

Course Descriptions

Training's Role in Staff Motivation and Morale

Steve Reader

This course is designed to assist Training Managers and Training Staff in understanding the importance of training as a key component in achieving higher organizational success in staff motivation, morale, and retention. The class stresses the importance of highly motivated and innovative training personnel as the key to providing training which has a significant positive impact on staff attitudes and teamwork. Important aspects of the course include: It takes motivated staff to motivate; Why training is a motivator; Keep them engaged; Excited rather than bored--"kicking it up a notch"; It has to be relevant and entertaining. The class will explore ways to build a training team that works as a team and gaining management support for more and better training.

Survival Skills for Training Managers

Lt. Trujillo (or alternate)

This course is designed to provide information related to the core tasks of the successful Training Manager. Topics include: STC Course Certification, Overview of Adult Learning Concepts, Effective Training Needs Assessment Models, Developing Course Objectives and Lesson Plans, and Private Provider Dynamics. This interactive class will provide samples and examples that can be integrated into any training program.

Dynamic "Stand-Up" Training Delivery Skills

Corrections Standards Authority

This 4-hour course centers on specific tips, tools, and methods for refining the skills needed to prepare and deliver stand-up training. Topics include: proper pre-delivery preparation, effective training techniques, adequacy of the training facility, classroom setup, equipment needs, and "active" learning environment.

Training! Is it the Right Solution?

Corrections Standards Authority

This 4-hour course will explore techniques for ensuring training is the correct intervention when performance expectations are not met. It will assist training managers in understanding the conditions that impact work performance and productivity and also assist in identifying training interventions when appropriate.

Who Moved My Cheese/Coping with Unexpected Change

Jon Morse

This course deals with change that is taking place around us every day and how we can be successful in learning to deal with these changes in our professional, as well as in our private lives.

Tuning in with All Your Channels: Improving Communication Skills

Jon Morse

This course is designed to give the participants necessary behavioral tools to 1) understand four different behavioral response patterns to change; 2) learn how to assess their own beliefs & fears related to change; 3) incorporate new language & methods of thinking that will help them embrace change.

Risk Management through Training

Dr. Ron Martinelli

This course addresses the critical components of managing and reducing risk of injury civil litigation by adopting a preventative training strategy. It highlights the real agency's need to implement a progressive training program and how to develop a superior management training program involving the training, remediation and evaluation of staff personnel.